



City of Westminster

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PLANNING AND DEVELOPMENT APPLICATION PACKET

Dear Customer:

Thank you for making an investment in Westminster. The City of Westminster is committed to providing the highest quality of service ensuring that Westminster is a desirable place to live, work, play and do business. The City prides itself on having a customer friendly development review process.

Westminster's development process is based on the City's General Plan, the Westminster Municipal Code, (particularly Title 17 - the Zoning Ordinance and Title 8 - Health and Safety), the City's design guidelines manual and various State and Federal laws and requirements. The City standards are available online at our website listed below. Staff utilizes these codes and standards to ensure your application is promptly reviewed in a comprehensive manner with the goal of "no surprises" later in the process. To ensure this goal, the City wants to emphasize the implications of **Water Quality** regulations and **Flood Damage Prevention** measures, on your project design and development costs.

Flood Damage Prevention

Before you begin designing your project, make sure you have verified the Flood Zone applicable to your project site. Our staff at the counter can provide this information. If your site is determined to be within the special flood hazard area, it's important that you speak with Engineering Division staff at (714) 548-3466, 3465 or 4499 in order that you design your project according to applicable Federal Emergency Management Agency (FEMA) standards. Developing plans without considering Flood Zone Prevention measures could cost you time and money by having to redesign your plans later in the process.

Water Quality

This application packet contains information about Water Quality Management Plans (WQMP). Your project could require the preparation of a WQMP. The information explains the type of project that requires a WQMP and provides contact information for your assistance.

To provide you with the best possible customer service while processing your application, a project manager (case planner) will be assigned as your key point of contact in the City. The project manager is responsible for managing your schedule, scheduling meetings, and providing feedback to you and your design team regarding the various components of your project. In addition, the project manager will facilitate the resolution of key project issues to ensure you get the best possible information and decision from all City departments and divisions in a timely manner.

Your project manager has access to department management and upon your request will coordinate the necessary team meetings and decision-making to keep your project moving. This relationship is an important partnership to ensure good communication and a predictable development process – feel free to contact your project manager at any time.

If you have questions about the develop review process, need help to resolve an issue, or have comments about how we are doing, my Planning Manager, Art Bashmakian, AICP, (714) 548-3484 abashmakian@westminster-ca.gov is always available to help you.

Please take the time to fill out the survey forms that you will receive at the conclusion of the process. Your comments and feedback help us improve the way we do our jobs, particularly our service to customers.

Douglas N. McIsaac
Community Development Director
City of Westminster
Web <http://www.westminster-ca.gov/>

CITY OF WESTMINSTER
COMMUNITY DEVELOPMENT DEPARTMENT | PLANNING DIVISION
8200 WESTMINSTER BLVD | WESTMINSTER | CA 92683
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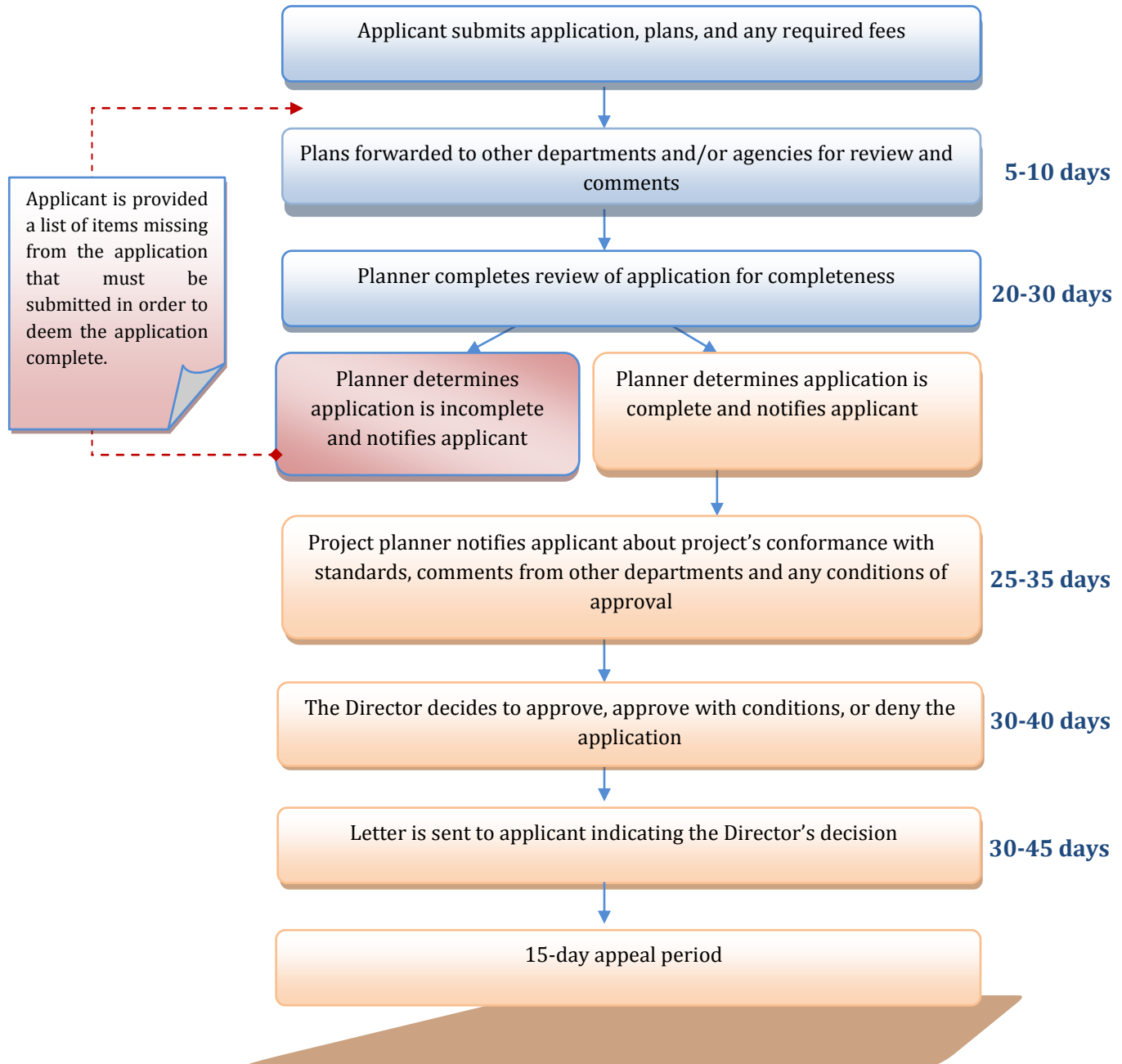
PLANNING AND DEVELOPMENT PROJECT APPLICATION PACKET

CONTENTS	PAGE
1. Application Process Flow Charts.....	1-2
2. Application Submittal Checklist	3-4
3. Plans and Maps Submittal Requirements.....	5-8
4. An Applicant's Guide to the Standard Plan Fold.....	9
5. An Applicant's Guide to Water Quality Management Plans	10-11
6. Hazardous Waste and Substances Statement	12
7. An Applicant's Guide to Department of Fish and Game Environmental Processing Fees	13
8. Planning and Development Project Application.....	14
9. Statement of Justification for Variances.....	15-16
10. Statement of Justification for Development Review.....	17-18
11. Statement of Justification for Conditional Use Permits	19
12. Orange County Fire Authority Plan Review Submittal Criteria.....	20-21
13. Affidavit for On-Sale or Off-Sale Alcohol Conditional Use Permits	22
14. Acknowledgement of Dedication for Park or Recreational Purposes	23
15. An Applicant's Guide to the Public Hearing Notification Package	24-27
16. Development Fee Schedule	28-32

**LEVEL 1 Development
Review**

**CITY OF WESTMINSTER
PLANNING DIVISION
Administrative Process**

Start



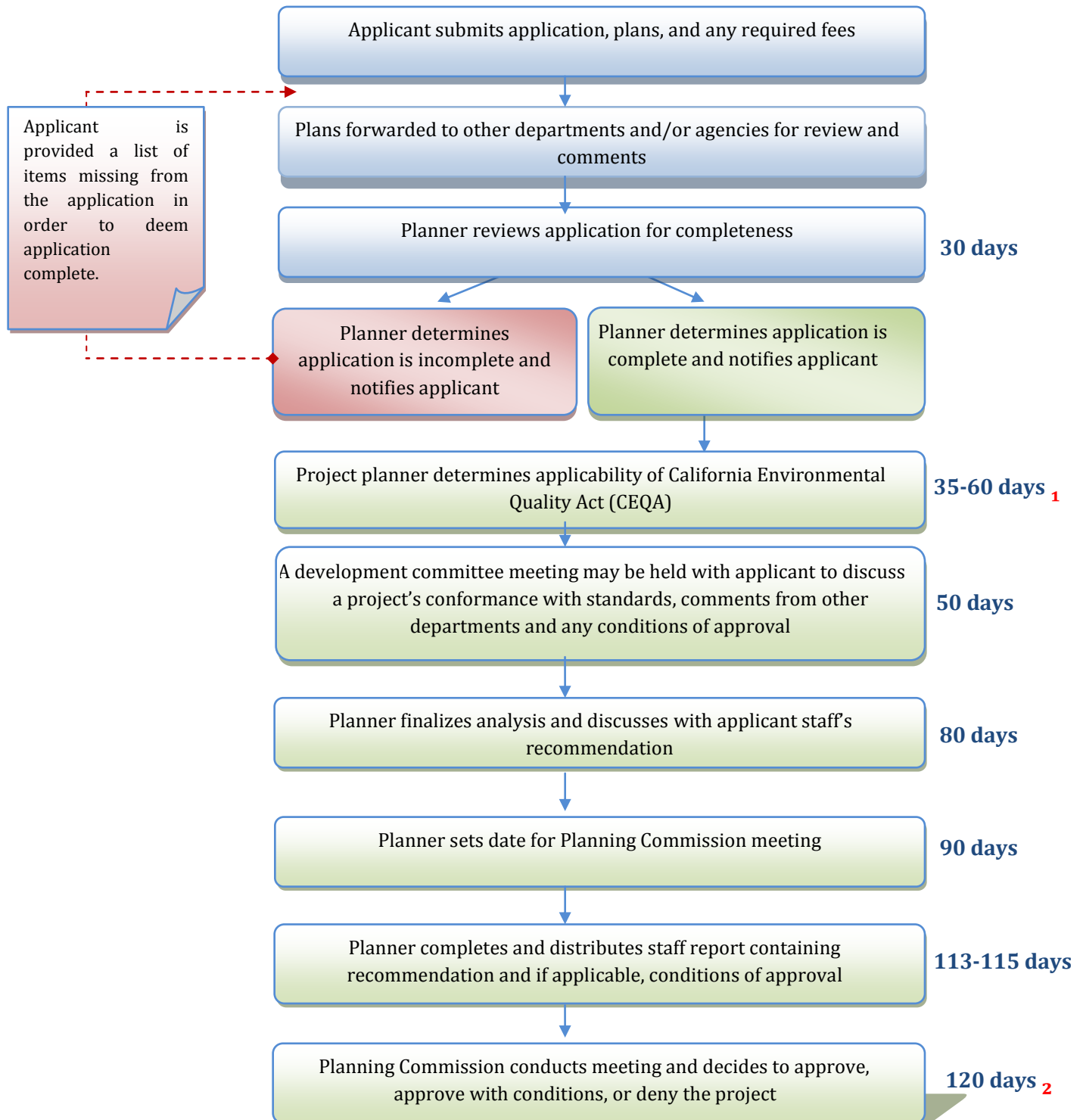
The above process chart is intended for general information and as a reference guide only. Processing times may vary based on your project and/or land use. We advise that you contact the Planning Division for more information about the process prior to proceeding.

Development Review 1 assumes project is exempt or not subject to California Environmental Quality Act (CEQA).

CITY OF WESTMINSTER PLANNING DIVISION

Planning Commission Process

Start



The above process chart is intended for general information and as a reference guide only. Processing times may vary based on your project and/or land use. We advise that you contact the Planning Division for more information about the process prior to proceeding.

¹ 35 days if determined to be exempt from California Environmental Quality Act and up to 60 days if subject to Negative Declaration (ND), Mitigated Negative Declaration (MND), or Environmental Impact Report (EIR).

² If project is subject to ND or MND, add 3 to 6 months. If subject to EIR, add 9 to 12 months.



PLANNING AND DEVELOPMENT APPLICATION PACKET APPLICATION SUBMITTAL CHECKLIST

This checklist is intended to assist you in assembling a complete application packet, which will facilitate the processing of your project. Some of the items listed may not be required. If you have any questions about which items are required, please contact staff in the Planning Division at 714-548-3427 or at planning@westminster-ca.gov.

FOR ALL PROJECTS

- ☐ **PLANNING AND DEVELOPMENT PROJECT APPLICATION** (see page 14). Ensure to include the name, mailing address, phone number and e-mail address of the primary contact person. The application must be legibly completed and signed. If necessary, you may attach additional sheets.
- ☐ **APPLICATION PROCESSING FEES** (see pages 28-32). Consult staff in the Planning Division for all applicable fees. The City accepts all forms of payment. Checks must be made payable to the City of Westminster.
- ☐ **DETAILED PROJECT DESCRIPTION**, which should be written on a separate sheet. The description must include detailed information of the project and/or business operation.
- ☐ **HAZARDOUS WASTE AND SUBSTANCES STATEMENT** (see page 12)
- ☐ **PRELIMINARY TITLE REPORT** for the purpose of determining easements and other restrictions that may affect development of the subject property.
- ☐ **PROOF OF PROPERTY OWNERSHIP** such as a copy of the grant deed.

PROJECT SPECIFIC

- ☐ **STATEMENT OF JUSTIFICATION** for variance, development review, and conditional use permit applications. Such statement must explain the reasons the requested entitlement satisfies the required findings of the Westminster Municipal Code. If you are requesting more than one variance or conditional use permit, you must address each variance or conditional use permit separately.
- ☐ **ARCHITECTURAL PLANS AND MAPS** (see pages 5-8). Consult staff in the Planning Division to determine the plans and maps required for your project. See also the plans and maps submittal requirements for more information.
- ☐ **CONCEPTUAL WATER QUALITY MANAGEMENT PLAN** (see pages 10-11) is a plan for managing the quality of storm water or urban runoff that flows from a developed site after construction is complete and the facilities or structures are occupied. Contact the Development Engineer, Daniel Hsieh, at 714-548-3466 or at dhsieh@westminster-ca.gov.
- ☐ **COLORED BUILDING ELEVATIONS**, which should accurately illustrate the subject development with proposed exterior colors and materials.

- ☐ PHOTO SIMULATIONS, which are colored photographs of existing developments that have been manipulated to show proposed changes.
- ☐ DIGITAL COPIES OF PLAN SET, which must be in .jpeg format. Two digital copies of such plans must be submitted on two separate disks (one for the City's records and one for the Orange County Fire Authority).
- ☐ MATERIALS AND COLORS BOARD should not be larger than 24-inches by 30-inches. Such board shall identify manufacturer's name and product numbers of all proposed materials and colors, and shall be keyed and numbered to the plans.
- ☐ ORANGE COUNTY FIRE AUTHORITY (OCFA) PLAN REVIEW SUBMITTAL CRITERIA (see pages 20-21)
- ☐ ORANGE COUNTY FIRE AUTHORITY (OCFA) PLANNING AND DEVELOPMENT SERVICE REQUEST, which may be obtained at City Hall.
- ☐ AFFIDAVIT FOR ON-SALE OR OFF-SALE ALCOHOL CONDITIONAL USE PERMITS (see page 22) is only required for on-sale or off-sale alcohol conditional use permit applications.
- ☐ ACKNOWLEDGEMENT OF DEDICATION FOR PARK OR RECREATIONAL PURPOSES (see page 23)
- ☐ 500-SQUARE-FOOT RADIUS PUBLIC HEARING NOTIFICATION PACKAGE (see pages 24-27). A 500-square-foot radius public hearing notification package must be prepared for the following entitlements: conditional use permits, comprehensive plans, development agreements, development review level III, general plan amendments, specific plans, tentative maps, variances, zone changes, and zone text amendments.
- ☐ 300-SQUARE-FOOT RADIUS PUBLIC HEARING NOTIFICATION PACKAGE (see pages 24-27). A 300-square-foot radius public hearing notification package must be prepared for the following entitlements: administrative adjustments and administrative use permits.
- ☐ ENVIRONMENTAL (CATEGORICAL EXEMPTION) FILING FEE of \$50.00, which must be a check made payable to the County of Orange. This check must be separate from City filing fees. This is only required if your project is exempt from the California Environmental Quality Act. Consult staff in the Planning Division for more information.
- ☐ ENVIRONMENTAL DEPOSIT is only required for those projects that are not exempt from the California Environmental Quality Act. Consult staff in the Planning Division for more information. Total deposit will be determined once an environmental consultant is selected for your project.



PLANNING AND DEVELOPMENT APPLICATION PACKET

PLANS AND MAPS SUBMITTAL REQUIREMENTS

Required plans and maps must be collated and folded in accordance with the Planning Division's standard fold (see the standard fold instructions). Please submit 6 full-sized (24-inches by 36-inches) plan sets and 13 reduced-size (11-inches by 17-inches) plan sets.

☐ **SITE PLANS** must include the following information:

- A tabular legend showing the following information (if applicable):
 - Address;
 - Zoning;
 - Current use of the site and adjacent properties;
 - Building setbacks;
 - A calculation of the number of parking spaces required and provided;
 - The total area (in square feet) of the project site;
 - The area of the site to be covered by buildings and paved surfaces;
 - The total area (percentage) of existing landscaping and proposed landscaping;
 - Floor area ratio for commercial developments;
 - Total common driveway area (in square feet) for residential developments;
 - Allowable and proposed densities for residential projects;
 - The total open space areas (in square feet) for residential developments;
 - The total number of proposed dwelling units and existing units that will remain, listed by number of bedrooms;
 - The total area (in square feet) of the project site covered by pervious surface; and
 - The total area (in square feet) of the project site covered by impervious surface.
- Accurate property lines that are fully dimensioned
- A north arrow
- Accurate scale of drawings (scale should not be smaller than $1/8" = 1'$)
- The building footprint clearly outlined, including any 2nd floor cantilever or overhang
- All proposed improvements and existing improvements, which will be retained
- Dimensions of parking spaces, drive aisles, backup spaces, handicap accessible spaces, turning radii, wheel stops, parking striping, and flow of traffic noted by arrows
- Access and circulation of pedestrians and vehicles
- Adjacent properties with setback dimensions, building footprints, and labeled as one or two-story structures
- Building setbacks to 1st and 2nd floor
- Building separation dimensions
- Existing and proposed utility structures (i.e., a/c units, cable, utility or telephone poles)
- Existing and proposed public improvements to centerline of street and curb
- Location, name, and width (including required widening of adjacent street)
- Locations of signs
- Existing and proposed fences, walls, or gates and height and materials identified
- Existing and proposed landscaped areas
- Driveway width dimensioned
- Existing and proposed public and private easements
- Parkway

- Private street or alleys
 - Existing and proposed street lights
 - Open space areas both private and common
 - Phasing plan (for those projects that involve phased development)
- ☐ FLOOR PLANS must include the following information:
- Dimensioned floor plan drawn to scale, including the location and size of rooms, walkways, and other internal features
 - Use (including walkways and other internal features) and size of rooms and common areas in square feet labeled on the plans
 - Identify fixtures (e.g., toilets, sinks, tables, chairs, etc.)
 - Distinguish between new walls, existing walls to remain, and existing walls to be demolished
 - For restaurants, include a table identifying total square feet of kitchen area, dining area, and other areas.
- ☐ BUILDING ELEVATIONS must include the following information:
- A legend of materials, colors, and design features keyed to elevations
 - The building length and height dimensioned and drawn to scale
 - Gutters and down spouts
 - Window trims and door moldings
 - The exterior wall finish identified
 - Details including screening materials for trash enclosures
 - Details including screening materials for utilities
 - Aluminum and flashing finishes, cornices, eaves, corbels, columns, chimney, awning, and other exterior architectural features
 - Balconies and patios
 - Window recessing
 - Colored catalog cut sheets provided for the following items: windows, doors, garage doors, exterior lighting fixtures, and roofing materials
- ☐ ROOF PLANS must include the following information:
- Depth of eaves
 - The existing and proposed roof design
 - Roof pitch
 - Height of parapets
 - Locations of proposed and existing rooftop equipment
- ☐ CONCEPTUAL LANDSCAPE PLANS must include the following information:
- Hydrozone designations identified
 - Landscape materials and symbols identified
 - Property lines, building footprints, paved areas and paving materials
 - Natural and geological features
 - Tree staking and planting details and soils information
 - Total landscape area in square feet and as a percentage of the site area
 - The location and size of proposed trees, major shrubs and groundcover

- Significant vegetation to be retained or removed (if any)
 - A plant legend describing plant characteristics for each symbol (where trees or shrubs have significantly different characteristics, different symbols shall be used)
 - The location, height, materials, and design of site improvements such as fences, retaining walls, special paving and lights
 - Cross sections and/or elevations showing relationships between planting design and site improvements (sections shall show existing and proposed grades)
 - Hardscaped areas identified
- **TENTATIVE PARCEL MAP / TENTATIVE TRACT MAP** must be prepared in accordance with Chapter 16 of the Westminster Municipal Code. The size of such maps shall be 18-inches by 26-inches. For condominium projects, some of the information below may not be required. Consult a Development Engineer in the Engineering Division for more information.
- Tract number or parcel map number;
 - Name and address of the owner or owners whose property is proposed to be subdivided;
 - Name and address of the registered civil engineer or licensed surveyor who prepared the map;
 - North arrow;
 - Engineering scale;
 - Date of preparation;
 - Area within the tract or parcel map boundaries, to the nearest tenth acre.
 - Boundary Lines. A description of the exterior boundaries of the subdivision or legal description of the property.
 - Map boundaries shall be drawn to include all of the area of all abutting parcels that are owned by the same property owner and proposed for boundary alteration.
 - When any land is proposed to be divided in such a way that the subdivision will include a portion of such land, any portion with a contiguous gross area of five acres or more that is not proposed to be included within the subdivision may be identified by reference on the tentative map.
 - Lots/Parcels. Lot number, lot lines and approximate dimensions of each lot.
 - Each lot or parcel being created by a subdivision shall be numbered and must comply with the requirements of a building site as defined in the zoning code.
 - Classification of lots as to intended residential, commercial, industrial or other use is required
 - A lot that is platted so that it is in more than one zoning district shall comply with area and width requirements of the zoning district having the greater requirements.
 - Streets. The location, width, approximate grade and proposed names of all streets within the boundaries of the proposed subdivision.
 - Location and width of alleys;
 - Name, location and width of adjacent streets;
 - Approximate radii of curves.
 - Easements. Width and location of all existing recorded public or private easements and proposed easements which may be required.
 - Drainage. Proposed direction of flow and rate of grade of street drainage.
 - Illustration of existing and proposed manner in which water drains into, across, and off of the land being subdivided, including the facilities and easements necessary to accommodate the drainage.
 - In the event that a subdivider unnaturally concentrates or diverts surface water running onto adjacent land, the map shall illustrate the manner in which such water will be accepted and disposed of.
 - Physical Features. Approximate location and width of water courses or areas subject to inundation from floods or location of structures, irrigation ditches, railroads and permanent physical features.
 - Contours. Contours at one foot intervals based on the Orange County Survey Datum.

- Buildings. The location and type of all buildings within the subdivision that are proposed to remain and the location and type of all buildings adjacent to the subdivision that would become nonconforming to the provisions of the zoning code by the filing of the map.

A Tentative Parcel Map / Tentative Tract Map shall also be accompanied by the following data and reports.

- Acknowledgement of dedication for park or recreational purposes. The subdivider shall indicate whether the subdivider desires to dedicate property for park and recreational purposes or wishes to pay a fee in lieu thereof. If the subdivider desires to dedicate land for park and recreational purposes, the subdivider shall designate the area on the tentative map it submits.
- Title Report. Tentative maps shall be accompanied by a preliminary title report that discloses all possessory interests and interests of record in the land being subdivided when determined to be necessary by the city engineer or his designee.
- Street Names. A list of proposed street names for any unnamed street or alley for review by the city engineer;
- Soils Report. A preliminary soils report prepared in accordance with the provisions of the Uniform Building Code shall be submitted. If the preliminary soils report indicates the presence of critically expansive soils or other soils problems that, if not corrected, would lead to structural defects, the soils report accompanying the final map shall contain an investigation of each lot within the subdivision;
- School Site/Facilities. The applicant for a tract map shall obtain from the school district or districts involved their intention, in writing, concerning the necessity for a school site and/or temporary and/or permanent school facilities, if any, within the subdivision and shall present this information to the department prior to consideration of the tentative map by the planning commission;
- Environmental Review. Information shall be submitted as required by the planning and building department to allow a determination on environmental review to be made in accordance with California Environmental Quality Act (CEQA). The subdivider shall deposit and pay all fees as may be required for the preparation and processing of environmental review documents;
- Preliminary Engineering Calculations. Information shall be submitted as required by the standard engineering specifications to demonstrate the adequacy of the design of the proposed improvements. Such information shall include design parameters and engineering calculations;
- Phasing. If the subdivider plans to file multiple final maps on the tentative tract map, he shall submit written notice to this effect to the city engineer;
- Solar Access. All plans and information relating to solar access are required to be submitted at the time of the tentative map application submittal;
- Other Reports. Any other data or reports deemed necessary by the department or city engineer.



AN APPLICANT'S GUIDE TO THE STANDARD PLAN FOLD

Plans submitted to the Planning Division must be folded in the following manner. If you have any questions please contact staff in the Planning Division and we will be happy to assist you.

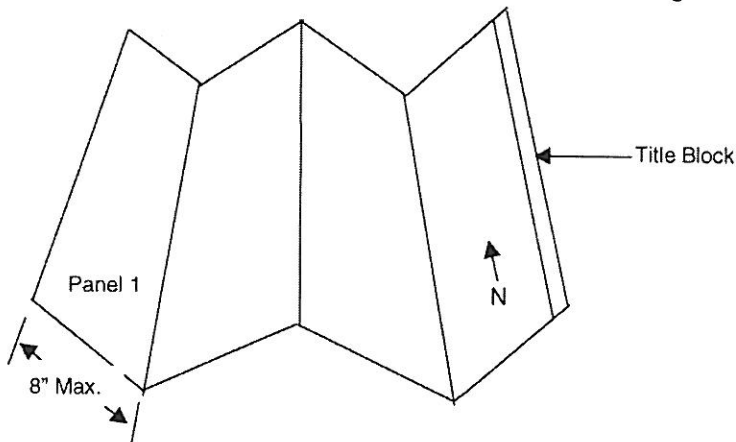
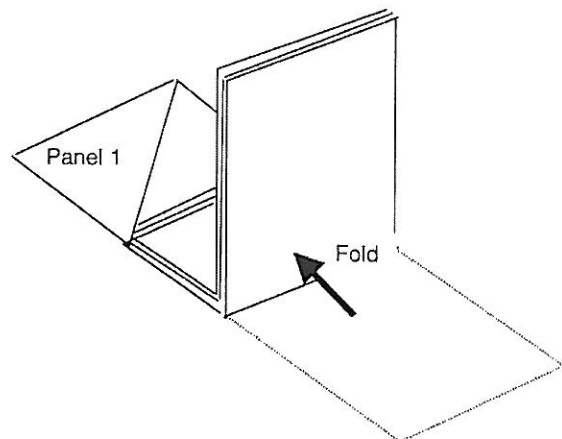


Figure 1 Begin by folding the plans accordion style, with no panel greater than 8 inches in width. For multi-sheet plan sets, fold all sheets **together**, not separately.

Fold the bottom of the plans up and leave about 2 inches at the top exposed. Length of the folded plan set should not exceed 14 inches, maximum. For extra long plans, it may be necessary to make two folds to stay within the 14-inch maximum length.

Figure 2





AN APPLICANT'S GUIDE TO WATER QUALITY MANAGEMENT PLANS

What is a Water Quality Management Plan (WQMP) and who needs one?

A project Water Quality Management Plans (WQMP) is a plan for managing the quality of storm water or urban runoff that flows from a developed site after construction is complete and the facilities or structures are occupied and/or operational. It describes the Best Management Practices (BMP) that will be implemented and maintained throughout the life of the project and is used by property owners, facility operators, tenants, facility employees, maintenance contractors, and similar persons to prevent and minimize water pollution that can be caused by storm water or urban runoff. The City of Westminster requires all new development and significant redevelopment projects to prepare and implement Project WQMPs as part of the National Pollution Discharge Elimination Systems (NPDES) program to reduce and eliminate water pollution caused by runoff flowing from developed sites into the nearby receiving waters. A preliminary Project WQMP must be approved prior to land entitlements. A final Project WQMP must be approved prior to issuance of building or grading permits. The project WQMP and the post construction BMPs associated with the project must be based on the Orange County Model WQMP, which may be found at www.ocwatersheds.com/WQMP.aspx and the City's website under the Public Works Division/Engineering Division.

What are Best Management Practices?

For purposes of a Project WQMP, there are three types of BMP:

1. **Low Impact BMP.** Project features that are designed to mimic predevelopment site hydrology and include infiltration (permeable pavers, porous concrete and asphalt, infiltration beds, etc.), harvest and reuse (cisterns and rain barrels), evapotranspiration.
2. **Site Design BMP.** Project features that include LID and features such as conserving natural areas, minimizing impermeable surfaces, minimizing directly connecting surfaces, into a project to minimize and create zero discharge areas. Examples include infiltration such as the use of porous asphalt or pavers, minimizing the use of decorative concrete, and directing roof drains to landscaped areas.
3. **Source Control BMP.** Activities or structures aimed at eliminating or minimizing contact between pollutant sources and rainfall or runoff. Examples include education, sweeping, litter collections, canopies over fueling islands, awnings or tarps to cover materials stored outdoors.

More information about BMP may be found at www.cabmphandbooks.com

What is Receiving Water?

Generally, receiving water is a surface water body or watercourse such as a canyon drainage, spring, flood control channel or creek, river, lake, estuary, lagoon, bay, surface reservoir, or ocean. A receiving water body may be ephemeral, perennial, or intermittent in nature.

What projects require a Project WQMP?

As noted previously, all new development and significant redevelopment projects require the preparation of a WQMP. However, there are two types of projects: priority projects and non-priority projects, which have different BMP requirements.

Project Type	Low Impact Development BMPs	Site Design BMPs	Source Control BMPs
Priority Projects	✓	✓	✓
Non-Priority Projects		✓	✓

How do I know if my project is a priority project or a non-priority project?

Answer the following questions to determine if your project is a priority or non-priority project. If *any* question is answered yes, your project is a priority project. If *all* questions are answered no, your project is a non-priority project.

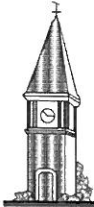
Proposed Project includes:	Yes	No
All significant redevelopment projects, where significant redevelopment is defined as the addition or replacement of 5,000 or more square feet of impervious surface on an already developed site.	<input type="checkbox"/>	<input type="checkbox"/>
New development projects that create 10,000 square feet or more of impervious area.	<input type="checkbox"/>	<input type="checkbox"/>
Automotive repair shop (SIC codes 5013, 5014, 5541, 7532-7534, and 7536-7539)	<input type="checkbox"/>	<input type="checkbox"/>
Restaurant where the land area of development is 5,000 square feet or more including parking areas (SIC code 5812).	<input type="checkbox"/>	<input type="checkbox"/>
Parking lot area of 5,000 square feet or more of impervious surface exposed to storm water.	<input type="checkbox"/>	<input type="checkbox"/>
Retail gasoline outlets of 5,000 or more square feet with a projected ADT of 100 or more vehicles per day.	<input type="checkbox"/>	<input type="checkbox"/>

When should I prepare and submit my Project WQMP?

Since the Project WQMP may affect site layout and drainage design, the Project WQMP should be prepared early in the conceptual design phase prior to project submittal to the City. The Preliminary WQMP should be included with the project submittal to the Planning Division and the proposed BMP shown in your project plans. The Preliminary WQMP and associated BMP are reviewed to assure compliance with the City's LIP and countywide DAMP. Failure to submit a Preliminary WQMP may result in delays in the project approvals. The Final WQMP will be conditioned for submittal prior to the issuance of development permits.

Where can I find additional information on preparing my Project WQMP?

Guidance documents and templates may be found at the City's website. Useful information about the Orange County Stormwater Program may be found at www.ocwatersheds.com/WQMP.aspx.



PLANNING AND DEVELOPMENT APPLICATION PACKET
HAZARDOUS WASTE AND SUBSTANCES STATEMENT

Pursuant to California Government Code Section 65962.5(f), before the City accepts as complete an application for any development project which will be used by any person, the applicant shall consult the following:

- 1) State's lists of hazardous waste facilities subject to corrective action,
- 2) land designated as hazardous waste property or border zone property,
- 3) hazardous waste disposals on public land,
- 4) sites listed pursuant to Section 25356 of the Health and Safety Code,
- 5) sites included in the Abandoned Site Assessment Program,
- 6) underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code,
- 7) solid waste disposal facilities from which there is a migration of hazardous waste and for which a California regional water quality control board has notified the Department of Toxic Substances Control,
- 8) sites subject to cease and desist orders pursuant to Section 13301 of the Water Code and cleanup or abatement orders issued pursuant to Section 13304 of the Water Code,
- 9) that concern the discharge of wastes that are hazardous materials,
- 10) and solid waste disposal facilities from which there is a known migration of hazardous waste [compiles per Government Code Sections 65962.5(a)(b)(c)(d) and available from the California Secretary for Environmental Protection per Government Code Section 65962.5(e)]

and shall submit a signed statement to the City indicating whether the project and any alternatives are located on a site that is included on any of the lists compiled pursuant to this section and shall specify any list. If the site is included on a list, and the list is not specified on the statement, the City shall notify the applicant pursuant to Section 65943.

Circle One

Are the development project and any alternatives proposed in this application, contained on the lists compiled pursuant to Section 65962.5 of the California Government Code?

Yes

No

If yes then, accordingly, the project applicant is required to submit a signed statement that contains the following information.

Name of applicant: _____

Address: _____

Phone number: _____

Address of site (street name and number if available, and ZIP code): _____

Local agency (city/county): _____

Assessor's book, page, and parcel number: _____

Specify any list pursuant to Section 65962.5 of the Government Code: _____

Regulatory identification number: _____

Date of list: _____

Signature of Applicant(s)

Date



AN APPLICANT'S GUIDE TO

DEPARTMENT OF FISH AND GAME ENVIRONMENTAL PROCESSING FEES

Effective January 1, 2007, State law (AB 1535) mandated that the California Department of Fish and Game (DFG) collect user fees in association with the filing of a Notice of Determination. A Notice of Determination is the final environmental documentation that is prepared by City staff when a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report has been approved or certified.

The fees required are intended to defray the costs of managing and protecting fish and wildlife resources including the costs expended by the DFG in the review of environmental documents under the California Environmental Quality Act (CEQA). The bill also eliminated the fee exemption for projects determined to have a "de minimis" effect on fish and wildlife. For those projects determined to have a potential for any adverse effect to fish and wildlife resources, either individually or cumulatively, the fees are as follows:

Environmental Document	Fee
Negative Declaration	\$2,010.25
Mitigated Negative Declaration	\$2,010.25
Environmental Impact Report	\$2,792.25
County Clerk Filing Fee (additional fee required with every filing)	\$50.00

The City may no longer exempt a project from the filing fee requirement by determining that the project will have a "de minimis" effect on fish and wildlife. Instead, a filing fee will have to be paid unless the project will have no effect on fish and wildlife as determined by the DFG. It is the applicant's responsibility to contact the DFG at 916-651-0603 or www.dfg.ca.gov to determine if the project will have no effect on fish and wildlife. If the DFG concurs the project will have no such effect, they will provide you with a form that will exempt the project from the filing fee requirement; however, the County fee is still required.

If the required filing fee is not paid, the project will not be operative, vested, or final, and any local permits issued for the project will be invalid. The City thereby requires payment of these environmental fees by the applicant, submitted to the Community Development Department within 48 hours of project approval, and shall be in the form of a cashier's check made payable to the Orange County Clerk.

City Planning staff will deliver the fees to the County Clerk at the time the Notice of Determination is filed. The Notice of Determination and the cashier's check will be filed within five working days after project approval. The filing of the Notice of Determination starts a 30-day statute of limitations on court challenges to the approval (CEQA Section 15075). If the required fees are not delivered to the City within two working days of the approval, the Notice of Determination cannot be filed within the time limits established, and the statute of limitations will be extended from 30-days to 180-days per Section 15112 of the CEQA Guidelines.



CITY OF WESTMINSTER
PLANNING DIVISION
8200 WESTMINSTER BLVD.
WESTMINSTER, CA 92683
714-548-3247
www.westminster-ca.gov

DATE STAMP

STAFF USE ONLY

PROJECT CASE NO.

HDL PERMIT NO.

PLANNING AND DEVELOPMENT APPLICATION

PROPERTY INFORMATION

ADDRESS/LOCATION	ASSESSOR'S PARCEL NUMBER (APN)	ZONING DISTRICT
GENERAL PLAN DESIGNATION	LEGAL DESCRIPTION	

BRIEF PROJECT DESCRIPTION

CHECK ALL APPLICABLE REQUESTS (consult staff in the Planning Division)

<input type="checkbox"/> GENERAL PLAN AMENDMENT	<input type="checkbox"/> DEVELOPMENT REVIEW [LEVEL 1 / 2 / 3 (CIRCLE ONE)]	<input type="checkbox"/> LOT LINE ADJUSTMENT
<input type="checkbox"/> ZONE CHANGE	<input type="checkbox"/> COMPREHENSIVE PLAN	<input type="checkbox"/> REASONABLE ACCOMMODATIONS
<input type="checkbox"/> TENTATIVE MAP [PARCEL / TRACT (CIRCLE ONE)]	<input type="checkbox"/> SPECIFIC PLAN	<input type="checkbox"/> DEVELOPMENT AGREEMENT
<input type="checkbox"/> VARIANCE	<input type="checkbox"/> ADMINISTRATIVE USE PERMIT	<input type="checkbox"/> AFFORDABLE HOUSING DENSITY BONUS
<input type="checkbox"/> CONDITIONAL USE PERMIT	<input type="checkbox"/> ADMINISTRATIVE ADJUSTMENT	<input type="checkbox"/> PRELIMINARY PLAN REVIEW

APPLICANT INFORMATION

PROPERTY OWNER INFORMATION

APPLICANT NAME			PROPERTY OWNER NAME		
APPLICANT ADDRESS			PROPERTY OWNER ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
PHONE	FAX		PHONE	FAX	
MOBILE	E-MAIL		MOBILE	E-MAIL	

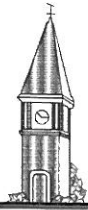
AUTHORIZED AGENT (if different from above)

ARCHITECT/DESIGNER

AUTHORIZED AGENT NAME			ARCHITECT/DESIGNER NAME		
AUTHORIZED AGENT ADDRESS			ARCHITECT/DESIGNER ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
PHONE	FAX		PHONE	FAX	
MOBILE	E-MAIL		MOBILE	E-MAIL	

PROPERTY OWNER AUTHORIZATION

I declare that I am the legal owner of record of the land specified in this application. As the owner, I hereby affirm under penalty of perjury that the foregoing statements, facts and attachments are true and correct. Further, I declare that I fully understand and authorize all actions proposed within this application, and authorize the foregoing applicant or agent to act on my behalf on all matters relating to this application, including negotiations, discussions and communications with staff from the City of Westminster. This authorization shall remain valid until invalidated in writing.	
X	Property Owner Name (Print)
X	Property Owner Signature
	Date



PLANNING AND DEVELOPMENT APPLICATION PACKET

STATEMENT OF JUSTIFICATION FOR VARIANCES

In accordance with Section 17.555.020 of the Westminster Municipal Code (WMC), a variance may be approved, with or without conditions, only after making all of the following findings. It is the applicant's responsibility to establish evidence in support of these findings. If any one of the findings cannot be satisfied, a variance may not be approved. Therefore, it is important the applicant provide substantial evidence in the statement of justification.

FINDINGS

1. **There are special circumstances applicable to the property (e.g., location, shape, size, surroundings, topography) or to the intended use of the property, so that the strict application of this Title denies the property owner privileges enjoyed by other property owners in the vicinity and under identical zoning districts;**

Describe conditions which are unique to this property in comparison to other properties in the same zoning district. These unique circumstances may relate to constraints arising from topography, legally imposed encumbrances such as easements and roads, unusual size and configuration of the property, and areas of inundation including watercourses, swamps and streams. Unique circumstances do not include development designs which result in a self imposed hardship.

2. **The strict application of the applicable development standard creates an unnecessary, involuntarily created hardship or unreasonable regulation that makes it obviously impractical to require compliance with the development standards;**

Describe how application of the subject development standard in relationship to some unique characteristic of the property or special circumstance makes it difficult for the property owner to follow the specific standard.

3. **The variance is necessary for the preservation and enjoyment of substantial property rights possessed by other property owners in the same vicinity and zoning district and denied to the property owner for which the variance is sought;**

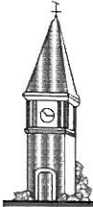
Describe why approval of the requested variance would give the property owner the same privileges and rights afforded to other property owners in the same zoning district and with the same lot characteristics.

4. **The project is consistent with the General Plan and complies with all other applicable provisions of this Title;**

Give reasons why approval of the requested variance will be consistent with goals of the City's master plan, especially the City's land use goals. The City's General Plan may be found online at <http://www.westminster-ca.gov/civica/filebank/blobdload.asp?BlobID=6838>. See page IIA-1 for the land use element.

5. **Approval of the variance would not be detrimental to the public health, interest, safety, or general welfare and would not be detrimental or injurious to property or improvements in the vicinity and in the same zoning district.**

Describe how the requested variance will not be detrimental to public health, safety or welfare or injurious to property in the vicinity. This description may include the assurance of adequate sight distance for traffic, adequate separation of the proposed project from other properties or structures, concurrences of other public agencies such as the Department of Environmental Health and adequate screening such as vegetation and topography.



PLANNING AND DEVELOPMENT APPLICATION PACKET

STATEMENT OF JUSTIFICATION FOR DEVELOPMENT REVIEW

In accordance with Section 17.520.0205 of the Westminster Municipal Code (WMC), development review level I, II, and III may be approved, with or without conditions, only after first making all of the following findings.

Findings Required for Level I Development Review

1. The proposed development will not be detrimental to the public health, safety and welfare; and
2. The proposed development is in full compliance with this Title, including with the design guidelines manual; and
3. The proposed development will not adversely affect the general plan and any applicable specific plan and it is consistent with the general plan.

Findings Required for Residential Development Level II and III Development Review

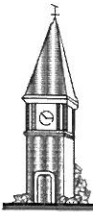
1. The proposed development will not be detrimental to the public health, safety and welfare; and
2. The proposed development is in full compliance with this Title, including with the design guidelines manual; and
3. The proposed development will not adversely affect the general plan and any applicable specific plan and it is consistent with the general plan.
4. The existing or proposed public facilities necessary to accommodate the proposed project (e.g., fire protection devices, parkways, public utilities, sewers, water, sidewalks, storm drains, street lights, traffic control devices, and the width and pavement of adjoining streets and alleys) will be available to serve the subject site

Findings Required for Commercial and Industrial Development (Nonresidential) Levels II and III Development Review

1. The general layout of the project, including orientation and location of buildings, vehicular and pedestrian access and circulation, parking and loading facilities, building setbacks and heights, and other improvements on the site is consistent with the purpose and intent of this Chapter, the requirements of the zoning district in which the site is located, and all applicable development standards and design guidelines.
2. The architectural design of the structure(s) and their materials and colors are compatible with the scale and character of surrounding development, so long as the surrounding development is high quality and is consistent with the purpose and intent of this Chapter, the requirements of the zoning district in which the site is located, and all applicable development standards and design guidelines.
3. The landscaping, including the location, type, size, color, texture, and coverage of plant materials; provisions for irrigation; and protection of landscape elements, has been designed to create visual relief, complement structures, and provide an attractive environment and is consistent with the purpose and intent of this

Chapter, the requirements of the zoning district in which the site is located, and all applicable development standards, and design guidelines.

4. The design and layout of the proposed project will not interfere with the use and enjoyment of neighboring existing or future development; will not result in vehicular or pedestrian hazards; will provide efficient traffic flow; will assure that neighboring uses and structures will be protected against noise, vibration, and other offensive, objectionable conditions; and will be in the best interest of the public health, safety, and general welfare.
5. The existing or proposed public facilities necessary to accommodate the proposed project (e.g., fire protection devices, parkways, public utilities, sewers, water, sidewalks, storm drains, street lights, traffic control devices, and the width and pavement of adjoining streets and alleys) will be available to serve the subject site.
6. The proposed project is consistent with the General Plan and any applicable specific plan.



PLANNING AND DEVELOPMENT APPLICATION PACKET

STATEMENT OF JUSTIFICATION FOR CONDITIONAL USE PERMITS

In accordance with Section 17.550.020 of the Westminster Municipal Code (WMC), a conditional use permit may be approved, with or without conditions, only after first making all of the following findings, and any additional findings required for the approval of specific land uses in Article 4, *Standards for Specific Land Uses and Accessory Uses*.

- A. The proposed use is allowed within the subject zoning district with the approval of an Administrative or Conditional Use Permit and complies with all other applicable provisions of this Title and the WMC.
- B. The proposed use is consistent with the General Plan and any applicable Specific Plan.
- C. The design, location, size, and operating characteristics of the proposed use are compatible with the existing and future land uses in the vicinity of the subject site.
- D. The subject site is physically suitable for the type and intensity of use being proposed, including access, compatibility with adjoining land uses, shape, size, provision of utilities, and the absence of physical constraints.
- E. The establishment, maintenance, or operation of the proposed use will not be detrimental to the public interest, health, safety, or general welfare, or injurious to persons, property, or improvements in the vicinity and zoning district in which the property is located.



PLAN REVIEW SUBMITTAL CRITERIA

ONE AND TWO FAMILY RESIDENTIAL PROJECTS (R3 occupancies)

PROJECT ADDRESS: _____

CONTACT NAME: _____ PHONE NUMBER: _____

Complete the following questions as they relate to the project you are proposing.

YES NO

☐ ☐

1. Does the total square footage (existing and new), including garage, exceed 3,600 square feet? Submit residential site plan.

☐ ☐

2. Is the house or new structure located in excess of 50 feet from the street? Submit residential site plan.

☐ ☐

3. Is the house within a Special Fire Protection Area (SFPA) or Very High Fire Hazard Severity Zone (VHFHSV)? Submit residential site plan and fire sprinkler plan. Contact the OCFA @ 714-573-6100 to inquire if your structure is in this zone.

☐ ☐

4. Is your lot adjacent to non-irrigated native vegetation or a slope? Submit a fuel modification plan.

☐ ☐

5. Are you installing a gate that restricts access to a house where the house is located in excess of 50 feet from the street? Submit residential gate plan. (An approved residential site plan may be required prior to approving the gate.)

☐ ☐

6. Is the house 5500 sq. ft. or located in Dana Point, San Clemente, Stanton, Placentia, or Seal Beach west of Pacific Coast Highway? Sprinklers may be required, submit residential site plan.

☐ ☐

7. Is this project within the Division of Oil, Gas and Geothermal Resources (D.O.G.G.R.) administrative boundary? Check with City Building department or contact DOGGR at 714-816-6847 to inquire if the project is within this boundary. Submit methane investigation plan. ***Projects in Yorba Linda: This requirement only applies to a new structure or a 1000+square-foot addition or enclosed detached accessory structures.

NOTE:

- An existing building undergoing a tenant improvement that contains a fire sprinkler, fire alarm and/or special fire extinguishing system must have the fire system evaluated by a licensed contractor to determine if the system must be modified. If the system is found to require modification, the licensed contractor shall submit plans for approval prior to any change taking place.
- If you answered "YES" to **any** of the questions, you must submit your project through the building department or directly to the OCFA for review (see the Plan Routing Form). Submit *this* completed form with your plan.
- If you have answered "NO" to **all** the questions, the Building Department may accept this checklist as the written release.
- If you have answered "NO" to **all** the questions and the Building Department requires that your plan be stamped by OCFA, the plans must be submitted with a copy of the correction letter from the Building Department and the appropriate fees.

I certify under penalty of perjury under the laws of the State of California that the above is true.

Date: _____ Signature: _____ Print name: _____



PLAN REVIEW SUBMITTAL CRITERIA

COMMERCIAL PROJECTS

PROJECT ADDRESS: _____

CONTACT NAME: _____ PHONE NUMBER: _____

Complete the following questions as they relate to the project you are proposing.

YES NO

☐☐

1. Does this project include changes to the site, location of fire hydrants, or parking striping? Submit a fire master plan.

☐☐

2. Does this project include construction of a new structure or increase the footprint of an existing building? Submit fire master plan.

☐☐

3. Is the project within an SFPA or VHFHSZ? Submit a fire master plan and fire sprinkler plan.

☐☐

4. Will the new building, addition, or tenant improvement contain one of the following occupancies: Assembly, Educational, Factory, Institutional, or Multi-family Residential (3 or more units)? Submit architectural plans.

☐☐

5. Are chemicals or compressed gasses stored and/or used on the property?

☐☐

6. Will the new building, addition, or tenant improvement contain storage or merchandizing areas in excess of 500sq. ft. where the storage is greater than 12 feet high? Submit high-piled storage plans.

☐☐

7. Does the project involve the installation / modification of an industrial refrigeration system? Submit a Refrigerant Disclosure form.

☐☐

8. Does the project involve the installation or modification to the fire extinguishing system located in a commercial hood? Submit fire extinguishing system plans not just the hood plan.

☐☐

9. Does this plan involve the construction of a high-rise building (height of building is equal to or more than 55 feet from the lowest point of fire access to highest occupied floor)? Submit architectural plans.

☐☐

10. Did you answer "yes" to any of the questions contained on page 2 of the Orange County Fire Authority Permit Screening Form (PSF)? Submit plans for the specific operation you have indicated "yes" to. *Note: For reference, a sample PSF is viewable on our website; however, this is an original form that must be submitted with your plans. The PSF is available through all building departments and the OCFA.*

☐☐

11. Does this plan involve the installation of gates that restrict access to any structures? Submit a gate plan.

NOTE:

- An existing building undergoing a tenant improvement that contains a fire sprinkler, fire alarm and/or special fire extinguishing system must have the fire system evaluated by a licensed contractor to determine if the system must be modified. If the system is found to require modification, the licensed contractor shall submit plans for approval prior to any change taking place.
- If you answered "YES" to **any** of the questions, you must submit your project through the building department or directly to the OCFA for review (see the Plan Routing Form). Submit *this* completed form with your plan.
- If you have answered "NO" to **all** the questions, the Building Department may accept this checklist as the written release.
- If you have answered "NO" to **all** the questions and the Building Department requires that your plan be stamped by OCFA, the plans must be submitted with a copy of the correction letter from the Building Department and the appropriate fees.

I certify under penalty of perjury under the laws of the State of California that the above is true.

Date: _____ Signature: _____ Print name: _____



BUSINESS OWNER AFFIDAVIT

ON-SALE OR OFF-SALE ALCOHOL CONDITIONAL USE PERMITS

I declare that I, _____ (PRINT NAME), am or will be the owner of
_____ (PRINT BUSINESS NAME) located at
_____ (PRINT ADDRESS). As the current or future
business owner, I hereby declare that I have:

- ☐ Not had an alcohol related violation at the above address or at any other business that I own or owned.
- ☐ Had an alcohol related violation at this business or another business I own or owned (please attach an explanation for each violation and where it occurred).

I further declare that the City of Westminster is authorized to contact any governmental agency it may deem appropriate to verify the facts/assertions made in this declaration and any attachments.

I declare under penalty of perjury under the laws of the State of California that all of the foregoing is true and correct. I also understand that any false information provided by me can be the cause for revocation of the Conditional Use Permit granted by the City.

Signature of Business Owner(s)

Date

Acknowledgement of Dedication for Park or Recreational Purposes

(pursuant to Section 16.12, Westminster Municipal Code)

Print Form

As part of an application for a residential subdivision (including subdivisions where one or more dwelling units are added or created, including those in the Planned Development), the applicant or sub divider shall state whether he/she wishes to dedicate private park land, pay a fee in lieu of park land dedication, or a combination of both to satisfy the park dedication requirements set forth in Chapter 16.12 of the Westminster Municipal Code. Submittal of this form completed and signed by the property owner(s) of record and sub- divider(s) at the time of project filing shall be necessary for a complete application and prior to tentative tract/parcel map approval. For more information about dedication of park land, please refer to Chapter 16.12 of the Westminster Municipal Code or contact the Planning Division.

Property Owners

Address:

Contact Phone:

Subdivider(s):

Address:

Contact Phone:

Property Information

Site Address:

APN:

Case No:

Number of Units

Number of Lots:

Entitlements:

Legal

Description:

Zoning:

Project Description:

☐

Pay a fee in-lieu of private park land dedication. Fees shall be based upon the estimated cost to the City of acquiring parkland to serve the future residents of the subdivision. The fee shall be based upon the amount of land to be dedicated calculated by the prescribed methodology in Chapter 16.12 of the Westminster Municipal Code and shall be deposited with the City prior to or contemporaneously with issuance of the first building permit..

☐

Dedicate a portion of private park land whereas such space may be credited against the payment of fees in lieu of dedication set forth in Section 16.12.070, WMC with approval from an approving body (Planning Commission and/or City Council).

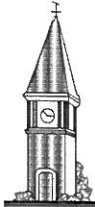
☐

Combination of both above, as approved by an approving body (Planning Commission and/or City Council).

I hereby affirm, as property owner and/or sub-divider of the property listed that the information provided above is pertinent and true, and agree to dedicate a portion of private park land, pay a fee, or a combination of both as set forth in Chapter 16.12 of the Westminster Municipal Code (DEDICATION FOR PARK OR RECREATION PURPOSES) for the purposes of providing park and recreational facilities to help serve the future residents of the proposed subdivision.

Property Owners
(please sign)

Subdivider(s)
(please sign)



PLANNING AND DEVELOPMENT APPLICATION PACKET
PUBLIC HEARING NOTIFICATION PACKAGE

The following material must be submitted by the applicant, or an agent authorized by the applicant, as part of any application for which a public hearing is required.

1. One copy of an ownership map, drawn to scale, showing all existing streets, alleys, and lot lines of all properties located within 500 feet or 300 feet of the exterior boundaries of the subject property (depending upon the type of project). All properties circumscribed by the 500-foot or 300-foot radius shall be identified by a consecutive numbering system (see attached sample). We suggest that the Assessor's parcel maps be used as a basis for preparing the ownership map.
2. One copy of an ownership list identifying the Assessor's Parcel Number, name, mailing address, and a number corresponding to the radius map numbering system, of the following:
 - a. The applicant, occupants, and owner(s), or their agents, of the property being considered.
 - b. The owners *and* occupants of all property within the determined radius on the ownership map drawn from the exterior boundaries of the property or the perimeters of the premises of the proposed use involved in the application.
 - c. Each local agency expected to provide water, schools, or other essential public facilities or services to the project, whose ability to provide the facilities and services may be significantly affected.

The list must be prepared from the latest available assessment roll at the Orange County Assessor's Office, 625 N. Ross Street, Room 251, Santa Ana, CA 92701.

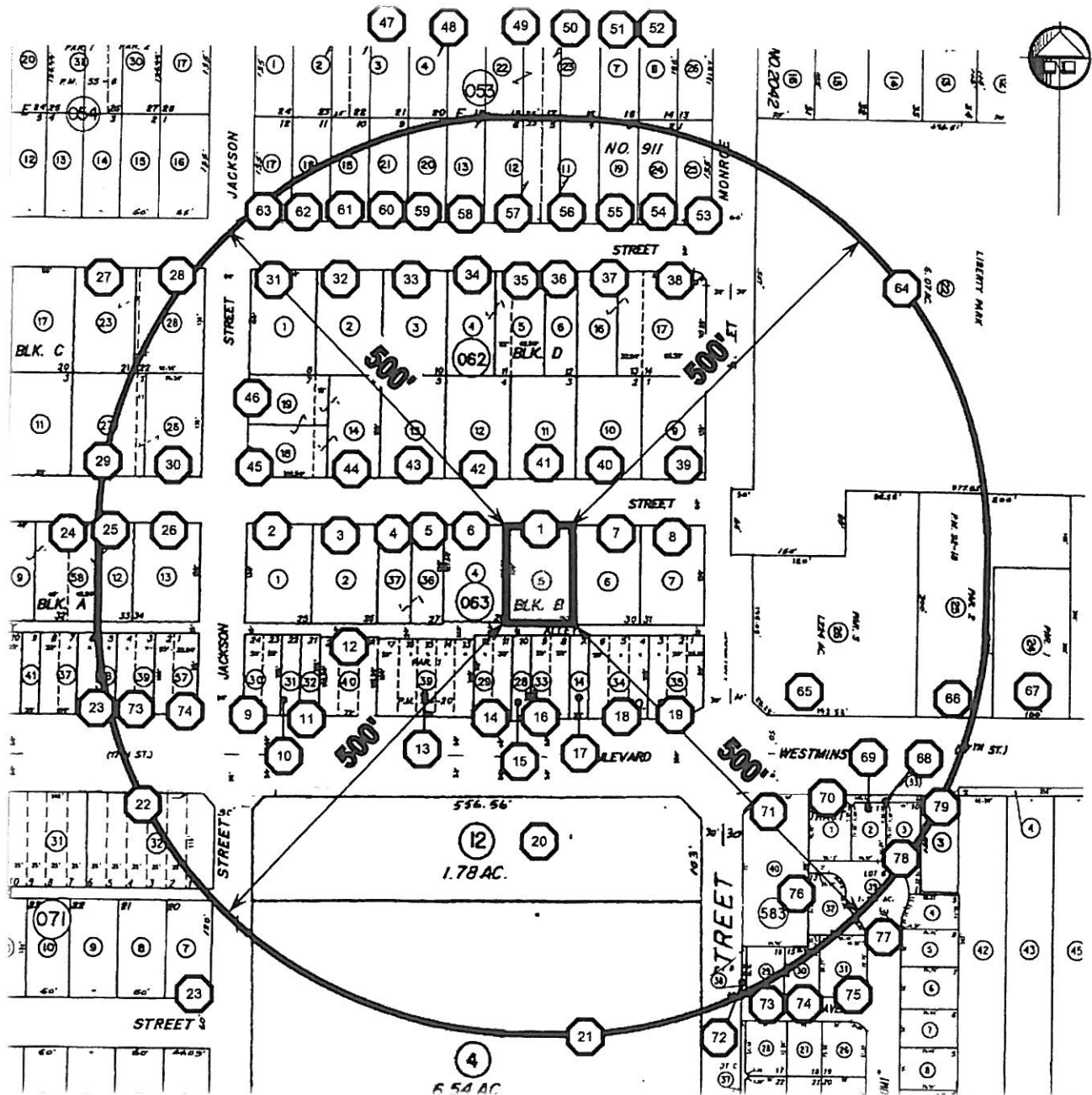
3. Two sets of typed, self-addressed, adhesive labels including all of the information on the ownership list.
4. A completed and notarized ownership list certification form (see attached).

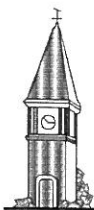
NOTE: If an ownership listing service will be preparing this package for you, please inform them of the requirements on this page. The requirements for public notices changed as of June 2010.



PUBLIC HEARING NOTIFICATION PACKAGE AN APPLICANT'S GUIDE TO RADIUS MAPS

Below is an example of a radius map that must be included in the public hearing notification package. The radius must be drawn from the extreme boundaries of the subject property or shopping center. In addition, all property owners and occupants within a shopping center must be notified. Furthermore, the numbers shown on the map below must match the numbers assigned to the property owners included on the list that is submitted. Ensure to include the date and scale of the map.





PUBLIC HEARING NOTIFICATION PACKAGE
OWNERSHIP LISTING SERVICES

To assist applicants that need to submit a public hearing notification package, we have compiled a list of businesses that prepare the package for a fee. The City does not endorse these businesses in any way. As we hear of other listing services, we add them to the list.

Susan W. Case
917 Glenneyre St. Suite &
Laguna Beach, CA 92651
Tel: (949) 494-6105
Fax: (949) 494-7418

Szeto, Tran + Associates
2714 Stingle Ave.
Rosemead, CA 91770
Tel: (626) 512-5050
Fax: (323) 838-0515

Donna Scales, Donna's Radius Maps
684 S. Gentry Lane
Anaheim, Ca 92807
(714) 921-2921
(714) 458-4798 (cell)
(714) 921-0990 (fax)
ddradiusmaps@sbcglobal.net

Advanced Listing Services
P.O. Box 2593
Capistrano Beach, CA 92624
Tel: (949) 361-3921
Fax: (949) 361-3923
Denise@AdvancedListing.com

Radius Maps/Bonnie Perkins
7901 La Carta Circle
Buena Park, CA 90620
Tel: (888) 272-3487
Fax: (714) 739-1212

NotificationMaps.com / Karen Martin
668 N Coast Hwy, #401
Laguna Beach, CA 92653
Tel: (866) PLANCOM (752-6266)
www.notificationmaps.com

T-Square Mapping Service/Darla Hammond
969 So. Raymond Ave.
Pasadena, CA 91105
Tel: (626) 403-1803
Fax: (626) 403-2972

Cathy McDermott
Ownership Listing Service
P.O. Box 890684
Temecula, CA 92589-0684
Tel: 951-699-8064
Fax: 951-699-8064

Foothill Project Management
117 ½ 28th Street
Newport Beach, CA 92660
Tel: (949) 673-3565
Fax: (949) 434-9228

Steven Harvey
Property Profilers
Tel: (714) 891-2861
www.propertyprofilers.net

Alcoholic Beverage Licensing Company
8530 Wilshire Blvd. #404
Beverly Hills, CA 90211-3127
Tel: (310) 854-5386

Dependable Business Services, Inc.
Dennis Stout
Tel: (714) 744-2845
Fax: (714) 744-5123

Mailing Pros, Inc. / Chris West
15564 Producer Lane
Huntington Beach, CA. 92649
Tel: (714)892-7251
mpi@mailingprosinc.com



PUBLIC HEARING NOTIFICATION PACKAGE
OWNERSHIP LIST CERTIFICATION FORM

Attached to this certification form is a list of all property owners within a 500-foot radius of the subject property as obtained from the latest Orange County Assessment Rolls. The list is submitted with:

Case No. _____

This list is certification to be true and correct to the best of my knowledge and belief.

Signed

(Print or Type Name)

Mailing Address

City, State, Zip Code

Telephone Number

STATE OF CALIFORNIA)
)SS
COUNTY OF)

On _____ before me, _____
Date Insert Name and Title of the Officer
personally appeared _____

Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

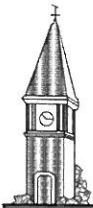
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

(Seal)

Signature

Name (Typed or printed) Notary Public in and for said State



PLANNING AND DEVELOPMENT APPLICATION PACKET
PLANNING AND DEVELOPMENT FEE SCHEDULE

The following is a list of processing fees related to development projects in the City of Westminster. Please consult staff in the appropriate division to determine which fees will apply to your project. This list is not meant to be all-inclusive.

PLANNING DIVISION

DESCRIPTION	FEE
Annexation	\$10,000.00
Appeal to CC - rehearing only	\$1,990.00
Appeal to PC	\$395.00
Administrative Adjustment	\$965.00
Administrative Use Permit	\$718.00
(Area) Variance	\$1,630.00
Certificate of Compliance	\$1,610.00
Condominium Conversion	\$4,360.00
Conditional Use Permit	\$2,875.00
Conditional Use Permit (with other hearing)	\$1,655.00
Development agreement review	\$7,500 (deposit)
Development agreement extension review	\$330 per application
Development Review I – minor	\$275.00
Development Review I – major	\$500.00
Development Review II – minor	\$980.00
Development Review II – major	\$2,580.00
Development Review III	\$3,865.00
Environmental -Exempt	\$70.00
Environmental -Negative Declaration/EIR	cost of consultant
Environmental -Negative Declaration /EIR admi. Fees	25% of staff time
General Plan Maintenance	6.5% of all permit fees
General Plan Amendments	\$3,830.00
General Plan Amendments w/others	\$1,400.00
Hold as one	\$680.00
Landscape Plan Check	cost of consultant
Landscape Plan Check -admi. Fees	50% cost of staff
Large Family Day-care	\$670.00
Lot Line Adjustment Review	\$1,195.00
Mobil Home Park Conversion	\$10,000 (deposit)
OCFA (building fire plan check)	\$200.00
OCFA Admin (fire plan check)	25% staff time
Planning plan check - with entitlement over-the-	\$30.00

DESCRIPTION	FEE
counter	
Planning plan check-SFR - <500 sq feet	\$50.00
Planning plan check -SFR - >500 sq feet	\$60.00
Planning plan check - Administrative entitlement	\$75.00
Planning plan check - Major PC/CC entitlement	\$420.00
Preliminary Plan Review	\$1,160.00
Preliminary Plan Review-Subsequent	\$530 + outside cost
Sign face change	\$25.00
Sign program	\$555.00
Sign Review w-sign program	\$155.00
Sign without sign program	\$150.00
Sign-temporary (banners)	\$75.00
Site Plan-temporary	\$145.00
Tentative Parcel Map	\$2,720.00
Tentative Parcel Map with other hearing	\$1,700.00
Tentative Tract Map	\$3,505 + \$37 per lot/unit over 10 lots
Tentative Tract Map with other hearing	\$2335 + \$37 per lot/unit over 10 lots
Zone change	\$3,475.00
Zoning interpretation	\$905.00
Zoning Text Review	\$4,000.00

BUILDING DIVISION

DESCRIPTION	FEE
Building plan check	\$40 or 100% of UAC plus
Business license application revocation/enforcement	\$19 per application – job license
Change of Occupancy review/inspection	\$210 per application
Condominium conversion inspection	\$75 per application & \$66 per unit inspected
Construction inspection	\$40 or 100% of UAC plus \$45 issuance fee per permit (includes direct NPDES & share of program admin cost)
School district fees for Garden Grove Unified School District	\$2.97 per square foot for new construction, remodels and additions that increase assessable space by more than 500 square feet \$0.47 per square foot for all commercial/industrial development. Any increase in usable square footage is assessed for commercial/industrial buildings.
School district fees for Huntington Beach Union High School District	\$2.97 per square foot for residential construction \$0.47 per square foot for commercial/industrial construction
Special building inspections	\$15 administrative charge plus \$91 per hour at overtime rate (2 hr min)
Special inspector registration	\$40 per inspector
Temporary Certificate of Occupancy	\$410 per application w/completion bond

DESCRIPTION**FEE**

Midway City Sanitary District

ENGINEERING DIVISION**DESCRIPTION****FEE**

Encroachment Permit Fees

Administrative Fee

\$25

Sidewalks

\$0.55 per sq. ft.

Driveway Approaches

\$0.55 per sq. ft.

Curb and Gutter

\$1.10 per linear ft.

Cross Gutter

\$0.55 per sq. ft.

Water Line

\$1.70 per linear ft.

Storm Drains

\$1.10 per linear ft.

Trenching

\$0.55 per sq. ft.

Pavement

\$0.55 per sq. ft.

Block Wall Inspection

First 300 ft.

\$400

Each additional 300 ft.

\$270

Trash Enclosure Inspection

\$275

Plan Check and Inspection

Lot Size < 30,000

\$0.105 per sq. ft.

Lot Size 30,001-217,800

\$0.210 per sq. ft.

Lot Size 217,801-435,600

\$0.140 per sq. ft.

Lot Size > 435,600

\$0.070 per sq. ft.

Street Improvement Plan Check Fees

45 % of grading permit fee

Drainage Fees

Drainage District 1

\$1,001.00 per gross acre

Drainage District 2

\$868.00 per gross acre

Drainage District 4

\$883.00 per gross acre

Drainage District 5

\$816.00 per gross acre

Drainage District 7

\$749.00 per gross acre

Drainage District 9

\$870.00 per gross acre

Water Reimbursement Fees

All Streets

\$25.00 per frontage ft.

Beach Blvd.

\$30.00 per frontage ft.

Traffic Impact Fees

Low Density Residential

\$880.00 per dwelling unit

Medium Density Residential

\$580.00 per dwelling unit

High Density Residential

\$540.00 per dwelling unit

Commercial General

\$2,780.00 per 1,000 sq. ft.

Commercial Special: Office

\$1,850.00 per 1,000 sq. ft.

DESCRIPTION	FEE
Commercial Special: Storage	\$370.00 per 1,000 sq. ft.
Industrial	\$370.00 per 1,000 sq. ft.
Subdivision Fees	
Final Parcel Map Check	\$3,745.00 per map
Final Tract Map Check	\$3,750.00 per map
(over 4 parcels)	\$35.00 per parcel
Lot Line Adjustment	\$1,195.00
(plus recording fees)	
"Hold As One" Agreement Review	\$680.00
Compliance Review/Certificate of Compliance	\$1,610.00
Street Vacation/ROW Easement Review	\$3,758.00
Park-In-Lieu Fees	Determined by formula. See park-in-lieu fee handout
Backflow Device Plan Check / Inspection	\$75.00 per device
On-site Repair Construction Inspection	\$50.00 minimum
(cross gutter)	\$0.19 per sq. ft.
(curb & gutter)	\$0.19 per linear ft.
(pavement)	\$0.04 per sq. ft.
(sidewalk)	\$0.06 per sq. ft.
Site Remediation Service	\$695.00 per site
Street Vacation/ROW Easement Review	\$3,758.00
Plan Revision Checking	\$97.00 per hour
Well Capping Permit	\$460.00 per permit
Monitor Well Annual Inspection	\$540.00 per permit
(Cash bond)	\$1,000
Water Flow Test	\$130.00 per test
Meter Installation Service	
1" meter	\$2,485.00
2" meter	\$3,365.00
3" meter	\$5,540.00
4" meter	\$6,335.00
6" meter	\$8,655.00
Meter testing service	
Fast running	--
All other	\$145.00
Hydrant Meter Rental Service	
(per account)	\$85.00
(Deposit)	\$1,000.00
(If hydrant needs to be moved)	\$30.00 per move
(Construction Water)	\$10.00 per residential unit
Fire Service Installation	
4" meter	\$4,630.00

DESCRIPTION	FEE
6" meter	\$4,870.00
8" meter	\$5,360.00
Water Turn On/Off Service	
(Each re-opened account)	\$25.00
(Same day service)	\$10.00 additional
(Lock-off for non-payment)	\$75.00
(Each delinquent notice sent)	\$10.00 per notice
(Tagging)	\$10.00
New Water Account Setup	
(with turn-on)	\$30.00
(without turn-on)	\$10.00
(Same day service)	\$10.00 additional
Encroachment Review/Inspection	\$25
Sidewalks, Driveways, Cross Gutter, Trenching, and Pavement	\$0.55 per sq. ft.
Utility Inspection	\$25 per permit plus \$135 if less than 100 ft. Annual fee: \$165
Public Works	
Large Tree Planting	No Fee, provide materials for larger trees.
Vacant Lot Clearing Services	Contractor's bill to City + 25% overhead